

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

11 JULY 2013

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

THE MEMBER ZONE

1. Purpose of Report

- 1.1 To receive a demonstration of the Member Zone and to make proposals to enhance the content, facilities and functionality contained within it to benefit all Elected Members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 Elected Members have a wide range of roles and responsibilities that they are expected to undertake. The Member Zone is intended to provide a dedicated information portal where Elected Members are able to access key information that will assist them in their roles and in the achievement of all corporate priorities.

3. Background

- 3.1 The Member Zone was developed to provide Elected Members with a dedicated intranet where they were able to access information that would facilitate them when undertaking their roles. Access to this intranet is limited to Elected Members and a few members of the Democratic Services Team who update the content using the Microsoft SharePoint software.

- 3.2 The Member Zone contains links to:

- Training & Development activities including the Learning Zone
- Reference Information including: weekly road works reports, the Constitution, Members Code of Conduct, Key Contacts, Budget Books, Guides and handbooks
- Media organisations, political parties, Local Government organisations and
- Members Administration including member induction documents, Member Referrals Referral Form, Members' Allowances information

- 3.3 As part of the WLGA Charter submission there is a requirement for the provision of an information portal for Elected Members. The effectiveness of the content of the Member Zone has not been reviewed by Elected Members since the Local Government Elections in 2012. Additionally, there are plans to transfer the Members Zone to another software platform. It is considered that it is appropriate for the Democratic Services Committee to review the content before implementing any of the planned software changes

4. Current situation / proposal

- 4.1 It is proposed that the Democratic Services Committee receive a demonstration of the content of the Member Zone in order to show its facilities and functionality.
- 4.2 The Democratic Services Committee is requested to consider the usefulness of the content of the Member Zone and suggest any additional information that could be included on this site that would make it more useful to all members.
- 4.3 Minor changes to the Member Zone will be implemented as soon as possible with major changes being included if and when changes to the software are made.

5 Effect upon Policy Framework& Procedure Rules

- 5.1 There is no effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

- 6.1 There are no equalities implications in respect of this report.

7. Financial Implications

- 7.1 All activities described in this report will be met from existing budget provisions.

8. Recommendation:

- 8.1 It is recommended that the Democratic Services Committee receive a demonstration of the Member Zone and consider whether it wishes to make proposals to enhance the content, facilities and functionality contained within it to benefit all Elected Members.

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
05 July 2013

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None